



## TERMS OF REFERENCE

### International GEF Project Development Specialist – PPG Team Leader

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| <b>Reference No.</b>                 | PN/FJI/008/22                                      |
| <b>Location</b>                      | Home-based   |
| <b>Application deadline</b>          | 16 February 2022                                   |
| <b>Type of Contract</b>              | Individual Contractor                              |
| <b>Post Level</b>                    | International Consultant                           |
| <b>Languages required:</b>           | English  |
| <b>Duration of Initial Contract:</b> | 80 days [Spread across 1 March – 31 December 2022] |

## BACKGROUND

The objective of the GEF PPG is to develop the project concept into a full project: *Securing climate-resilient sustainable land management and progress towards land degradation neutrality in the Federated States of Micronesia*. As described in the project concept (PIF), this project aims to secure critical ecosystem services through climate-resilient sustainable land and coastal management contributing to land degradation neutrality in the Federated States of Micronesia. This will be achieved through four project components that will work in synergy to: i) strengthen the strategic (institutional, policy, regulatory) framework for addressing land degradation; ii) enhance information, decision/support tools and capacity for addressing land degradation; iii) embed climate-smart sustainable land management in critical landscapes and coastal zones (demonstration activities); and iv) support effective knowledge management, gender mainstreaming, and M&E.

The following information is to be consulted as background for the GEF PPG phase:

- PIF cleared for WP inclusion or GEF Council approved PIF
- SESP pre-screening (of PIF)
- Comments from GEF Secretariat, Council, STAP
- [Annotated UNDP-GEF Project Document Template](#) and associated guidance included therein
- [UNDP policies and procedures](#)
- UNDP-GEF guidance notes on GEF project development (which will be provided by the RTA) and
- GEF policies, in particular GEF policies on: Project Cancellation; Fee Policy for GEF Partner Agencies; Project and Program Cycle; and Minimum Fiduciary Standards for GEF Partner Agency (in particular sections dealing with the required separation of oversight and execution support services). All GEF policies are available [here](#).

The final outputs of the GEF PPG are:

1. The UNDP-GEF Project Document (ProDoc) with all the required sections and mandatory annexes listed in the [Annotated UNDP-GEF Project Document Template](#).
2. The completed [GEF CEO Endorsement Request](#);
3. The finalized SESP (and stand-alone management plans as required);
4. The compilation and submission of all GEF documents required during the PPG; these are technical reports, meeting minutes and other pertinent documentation and;

## DUTIES AND RESPONSIBILITIES

### Scope of Work

The International Project Development Specialist will be the GEF PPG Team Leader and will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be responsible for managing all consultants on the GEF PPG Team and coordinating the Team's work. Due to the ongoing COVID pandemic it is likely that the bulk of the work will be conducted remotely, but costs for one visit to the FSM have been included in the budget.

#### 1. Management of the GEF PPG Team

- a. Define and submit a detailed methodology and PPG team work plan in consultation with the other consultants with clear delegation of responsibilities for the International Consultants (IC) and National Consultants (NCs) through agreed work plans
- b. Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements, and takes into account COVID and climate risks
- c. Lead and participate in the PPG inception and validation workshops
- d. Quality assure / sign-off all reports from the consultants
- e. Verify and ensure that all project components are technically sound and cost effective.

#### 2. Preparatory Technical Studies and Reviews (Component A): With inputs from the international and national consultants, as detailed in their respective TORs:

- a. Compile baseline/situational analysis for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate
- b. Oversee the stakeholder analysis and consultations, with support from national and international consultants, and ensure that they are complete and comprehensive including consultations with farmers, women, vulnerable groups, the private sector (agriculture, agri-tourism and infrastructure sectors) and related associations and cooperatives, NGOs, and other projects (particularly those financed by GEF).
- c. Ensure the preparation of the gender analysis and ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework
- d. Ensure action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage ("pre-screening") are fully implemented during the PPG, and update that screening in an iterative process throughout the PPG;
- e. Oversee the confirmation and information gathering for the project landscapes, with documentation of selection criteria and making sure that geo-referenced data and maps are clearly presented. A detailed description of each demonstration site will be undertaken, including the following information: i) Landscape selection and delineation process; ii) Geographical context; iii) Stakeholder analysis and administrative arrangements; iv) Demographic and socio-economic overview and community profile; v) Environmental baseline including mapping/quantifying habitats and presence of key species, protected areas/KBAs, values and threats (tabulate); vi) Land use and land degradation baseline and

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| <p>the proposed areas for sustainable land management and restoration; vii) Proposed project interventions; viii) Current and previous related projects in the area.</p> <ul style="list-style-type: none"> <li>f. Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes</li> <li>g. Oversee the identification of opportunities for private sector engagement and co-financing</li> <li>h. Ensure the preparation of partner capacity assessments by UNDP Pacific Office and discussions on management arrangements early in the PPG process including finding the best arrangement for co-ordination in the project landscapes, possible facilitation by local Coordinators and working with the respective states, communities and national government agencies;</li> <li>i. Oversee consultations with partners regarding financial planning and define areas of cooperation with the GCF/MCT and other related projects;</li> <li>j. Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs, including incorporating lessons learned from previous GEF projects in FSM</li> </ul> <p>3. <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B)</u>: With inputs from the national and local consultants, as detailed in their respective TORs, and based on international best practice:</p> <ul style="list-style-type: none"> <li>a. Develop, present and articulate the project's theory of change (TOC)</li> <li>b. Develop the Results Framework in line with UNDP-GEF policy</li> <li>c. Develop a detailed Monitoring and Evaluation Plan and Budget;</li> <li>d. Ensure the preparation of a comprehensive Stakeholder Engagement Plan</li> <li>e. Ensure the preparation of a Gender Action Plan and Budget</li> <li>f. Ensure the updating of the SESP based on assessments undertaken during Component A, and ensure the development of required environmental and/or social management plan(s) as required</li> <li>g. Oversee the preparation of the required GEF tracking tools (FAO EXACT) and GEF Core Indicators and ensure these are supported by robust and validated data</li> <li>h. With support of the national SLM specialists and the UNDP-Pacific Office, confirm and update co-financing commitments made at PIF stage and collect co-financing letters. Confirm private sector engagement (agriculture and infrastructure sectors) and co-financing in project activities at state, landscape and national levels – ensuring that partnerships are compliant with UNDP's private sector partnerships policy</li> <li>i. Prepare the indicative procurement plan</li> <li>j. Secure and present agreements on project execution and management arrangements, including responsible parties and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support</li> <li>k. Ensure the completion of the required official endorsement letters; and</li> <li>l. Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the templates.<sup>1</sup></li> <li>m. Assess in detail the project interventions against projected climate change impacts to ensure sustainable outcomes for GEBs, and complete a full climate risk screening</li> </ul> |
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<sup>1</sup> Please verify with the UNDP-GEF team that the correct templates are being used.

- n. Carry out a strategic assessment with DECEM of the ambition levels of the project and number of demonstration landscapes in relation to the funding available as well as external factors (e.g. COVID-19) and adapt the project document accordingly

4. Validation Workshop (Component C):

- a. Lead the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans
- b. Oversee all necessary revisions that arise during the workshop; and
- c. Ensure completion of Validation Workshop Report.

**Expected Outputs and Deliverables**

- Consolidation of all technical and consultation inputs and comments including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance – [*work starts 2 weeks from contract signing and the expected due date will be 31 August, 2022*] [this deliverable will be reviewed by: i) the UNDP Fiji MCO; ii) the RTA in BRH and his professional network];
- Completion of the GEF CEO Endorsement Request [*expected due date – 31 August 2022*] [this deliverable will be reviewed by: i) the UNDP Fiji MCO; ii) the RTA in BRH and his professional network];
- Finalized SESP (and stand-alone management plans as required) – [*work starts 2 weeks from contract signing and the expected due date will be 31 August 2022*] [this deliverable will be reviewed by: i) the UNDP Fiji MCO's safeguard focal point; ii) the RTA in BRH and his professional network];
- All documentation from GEF PPG (including technical reports, meeting minutes, etc.) – [*work starts 15 August 2021 and the expected due date will be 31 August 2022*] [this deliverable will be reviewed by: i) the UNDP Fiji MCO; ii) the RTA in BRH and his professional network] and;
- Validation Workshop Report [*the expected due date will be 9 September 2022*] [this deliverable will be reviewed by: i) the UNDP Fiji MCO; ii) the RTA in BRH and his professional network]

**Institutional Arrangement**

- The assignment will be carried out under the close guidance of the Regional Technical Specialist – Ecosystem and Biodiversity, Asia Pacific based in the UNDP Bangkok Regional Hub and the programme team (RSD Team Leader, Deputy Team Leader and Programme Analyst) at the UNDP Fiji Multi Country Office.
- The Project Development Specialist will work closely with the PPG team (the SLM and SESP specialists), the local/national consultants and the central FSM Government focal point and the respective 4 States focal points.
- The Project Development Specialist is expected to produce all of the above stated deliverables during and upon the successful completion of activities according to the agreed schedules.
- The Project Development Specialist is expected to provide his/her own computer.
- Due to the ongoing COVID pandemic it is likely that the bulk of the work will be conducted remotely, but costs for one visit to the FSM has to be included in the budget should situations change for the better.

**Duration of the Work**

- The Project Development Specialist consultancy is for 80 days (16 weeks) commencing no later than 1<sup>st</sup> March 2022 and completion no later than 31<sup>st</sup> December 2022. The consultancy may extend depending on the collective recommendations of the Fiji MCO and the RTA in BRH.
- The Project Development Specialist shall be engaged to undertake the consultancy working concurrently according to a planned schedule to be completed by the latest 31<sup>st</sup> December 2022.
- The Project Development Specialist is expected to propose a work plan and timelines to achieve the expected outputs)

#### **Duty Station**

- The Project Development Specialist will be home based;
- Due to the ongoing COVID pandemic it is likely that the bulk of the work will be conducted remotely, however should travel restrictions be eased one visit to the FSM should be planned;
- The Project Development Specialist is expected to use her/his laptop computer, loaded with the appropriate computer software for the work required and;
- The Project Development Specialist will be required to report via Zoom (or a similar virtual platform) followed up with an email summarizing the update call, at least once a week with the Fiji MCO and RTA in BRH.

### **COMPETENCIES**

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Comprehensiveness knowledge of the requirements, necessary documentation, submission deadline for an UNDP ProDoc under development;
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work and;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

### **REQUIRED SKILLS AND EXPERIENCE**

#### **Educational Qualifications:**

- Postgraduate qualification or higher in a relevant field, such as Natural Resources Management, Ecology or Sustainable Development

#### **Experience**

- Minimum 10 years of demonstrable experience in the technical area of sustainable land management / natural resources management and in preparing high quality project documents, particularly for UNDP and GEF projects

- Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches
- Knowledge of and experience in ecosystem-based management
- Experience working in Asia/Pacific and SIDS on related initiatives is highly desired.

#### **Language requirements**

- Fluency of English language is required;

#### **Price Proposal and Schedule of Payments**

Consultant must send a financial proposal based on a **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- Deliverable 1 – Signing of the contract and submission of a work plan: 10% of total contract amount
- Deliverable 2 – Submission and acceptance of the project document: 40% of total contract amount
- Deliverable 3 – Submission and acceptance of the complete GEF CEO Endorsement Request: 15% of total contract amount
- Deliverable 4 – Submission and acceptance of the finalized SESP (and stand-alone management plans as required): 10% of total contract amount
- Deliverable 5 – Submission and acceptance of the Validation Workshop Report: 15% of total contract amount

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

#### **Evaluation Method and Criteria**

Individual consultants will be evaluated based on the **Cumulative analysis** methodology.

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

#### **Technical Criteria for Evaluation (Maximum 70 points)**

- Criteria 1: Postgraduate qualification or higher in a relevant field, such as Natural Resources Management, Ecology or Sustainable Development – Max 10 points

- Criteria 2: Minimum 10 years of demonstrable experience in the technical area of sustainable land management/natural resources management and in preparing high quality project documents, particularly for UNDP and GEF projects – Max 20 Points
- Criteria 3: Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches – Max 15 points
- Criteria 4: Knowledge of and experience in ecosystem-based management – Max 10 points
- Criteria 5: Experience working in Asia/Pacific and SIDS on related initiatives is highly desired – Max 15 Points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

#### **Documentation required**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.
- **Financial proposal**, as per template provided in Annex II.

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted. The successful consultant shall opt to sign an Individual Contract or a Reimbursable Loan Agreement (RLA) through its company/employer with UNDP.

#### **Annexes**

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

For any clarification regarding this assignment please write to [pts.fj@undp.org](mailto:pts.fj@undp.org)